Defense Travel System

DTS-Limited Setup

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Master Worksheet

Defense Travel System-Limited

EXAMPLE MASTER WORKSHEET

J3	Main Organization
DJ65J3	Organizational Naming Sequence
J3GP	Main Group

Jim Dunning
Lead DTA

ADMIN	Sub-organization
DJ65J3A	Org. Naming Seq.
ADMINGP	Group
ADMINR	Routing List
Dan Towers	Organizational DTA
Tony Riddick	Certifying Official
Tony Riddick	Authorizing Official

OPERATIONS	Sub-organization
DJ65J3O	Org. Naming Seq.
OPSGP	Group
OPSR	Routing List
Dale Minner	Organizational DTA
Roger Ball	Certifying Official
Roger Ball	Authorizing Official

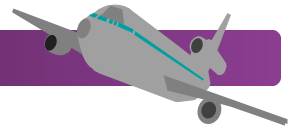
PLANS	Sub-organization
DJ65J3P	Org. Naming
PLANSGP	Group
PLANSR	Routing List
Dave Parker	Organizational DTA
Tom Perry	Certifying Official
Tom Perry	Authorizing Official

SPECIAL OPERATIONS	Sub-organization	
DJ65J3OS	Org. Naming Seq.	
SPECOPGP1	Groups	SPECOPGP2
SPECOPR1	Routing Lists	SPECOPR2
Fred Lodge	COs	Diane Moore
Fred Lodge	AOs	Diane Moore

RECONNAISSANCE	Sub-organization
DJ65J3OR	Org. Naming Seq.
RECONGP	Group
RECONR	Routing List
Roger Ball	CO
Roger Ball	AO

Logical Flow Process

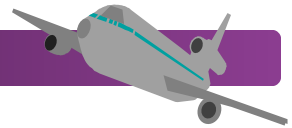
Defense Travel System-Limited



- Establish Organizations/ Sub-organizations
- Set Up Groups
- Establish Routing List Names for each Group of Travelers
- Establish Traveler Information and Permission Levels for the DTAs, COs, and AOs

Logical Flow Process

Defense Travel System-Limited



- **Establish Traveler Information for the Travelers**
- **Set Up Lines of Accounting**
- **Establish Budgets**

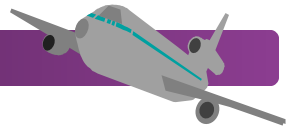
Establish Organizations

Defense Travel System-Limited

- **Identify your Defense Travel Administration**
  - **(I.e., Finance, Transportation, Personnel, IT)**
- **Identify a Lead DTA**
- **Start with the current organizational chart to obtain a baseline for the development of your DTS-Limited structure**
  - **Examine travel needs**
  - **Examine the current processes**

Worksheet (1)

Defense Travel System-Limited



DEFENSE TRAVEL ADMINISTRATION

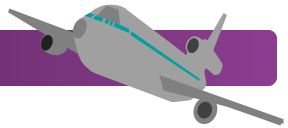
Enter your DTS-Limited Organization and Sub-organization names:

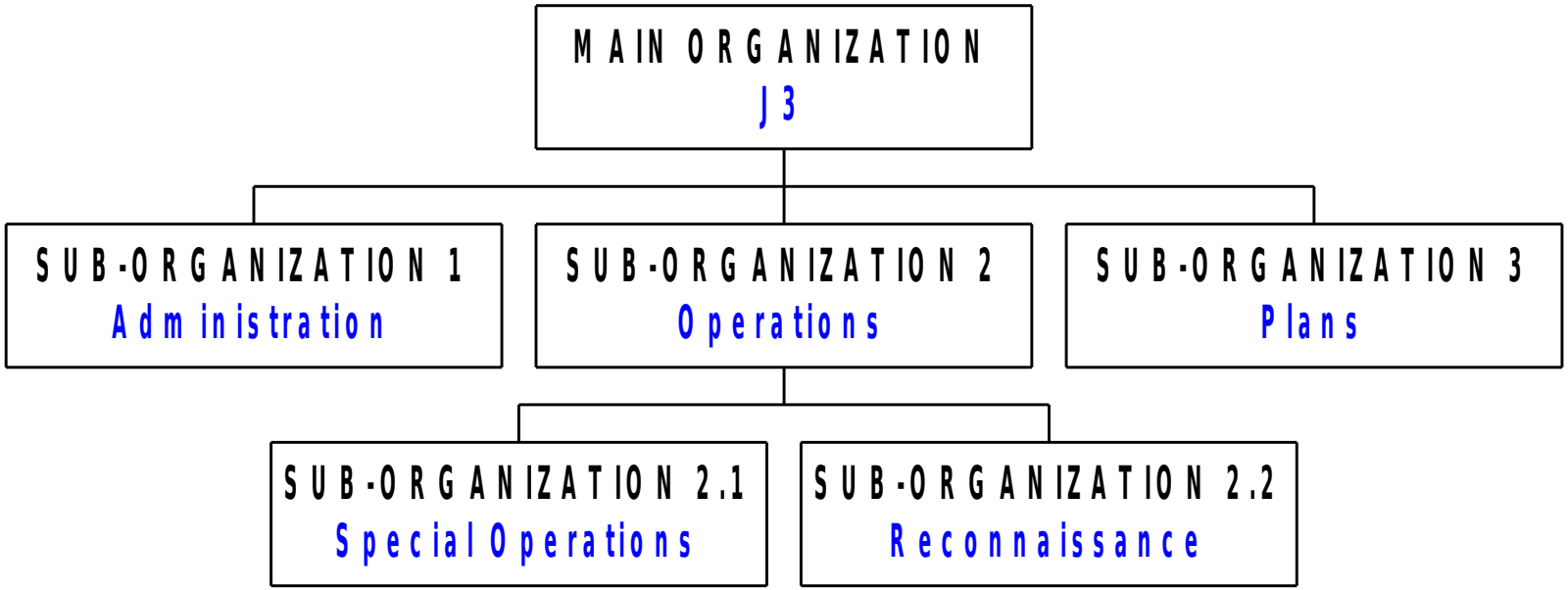
Main Organization					
Sub-organization		**Sub-organization**		**Sub-organization**	
Sub-org	**Sub-org**	**Sub-org**	**Sub-org**	**Sub-org**	**Sub-org**

Note: Use as many sub-organizations as necessary to reflect your organizational trav
The number of sub-organizations is not limited.

Establish Organizations

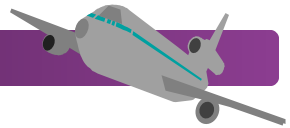
Defense Travel System-Limited





Organizational Naming Sequence

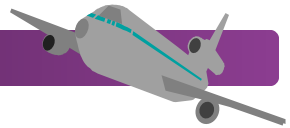
Defense Travel System-Limited



Level	Positions Available	Title	Values	Example
1	1	Federal Agency	D=DoD	D
2	1	Component	A=Army; F=USAF; M=USMC; N=USN; D=Defense Agency; J =J oint Commands	J
3	Service Specific	MAJ COM, MACOM, Major Claimant, Defense Agency Bureau Code, Unified, Combined	See Appendix A	65
4+	Service Specific	Normal office symbol, mail code, etc.	See Appendix A	J3

Worksheet (2)

Defense Travel System-Limited



DEFENSE TRAVEL ADMINISTRATION

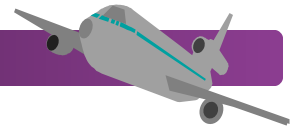
Naming Organizations in Sequence - bold denotes Organizational Naming S

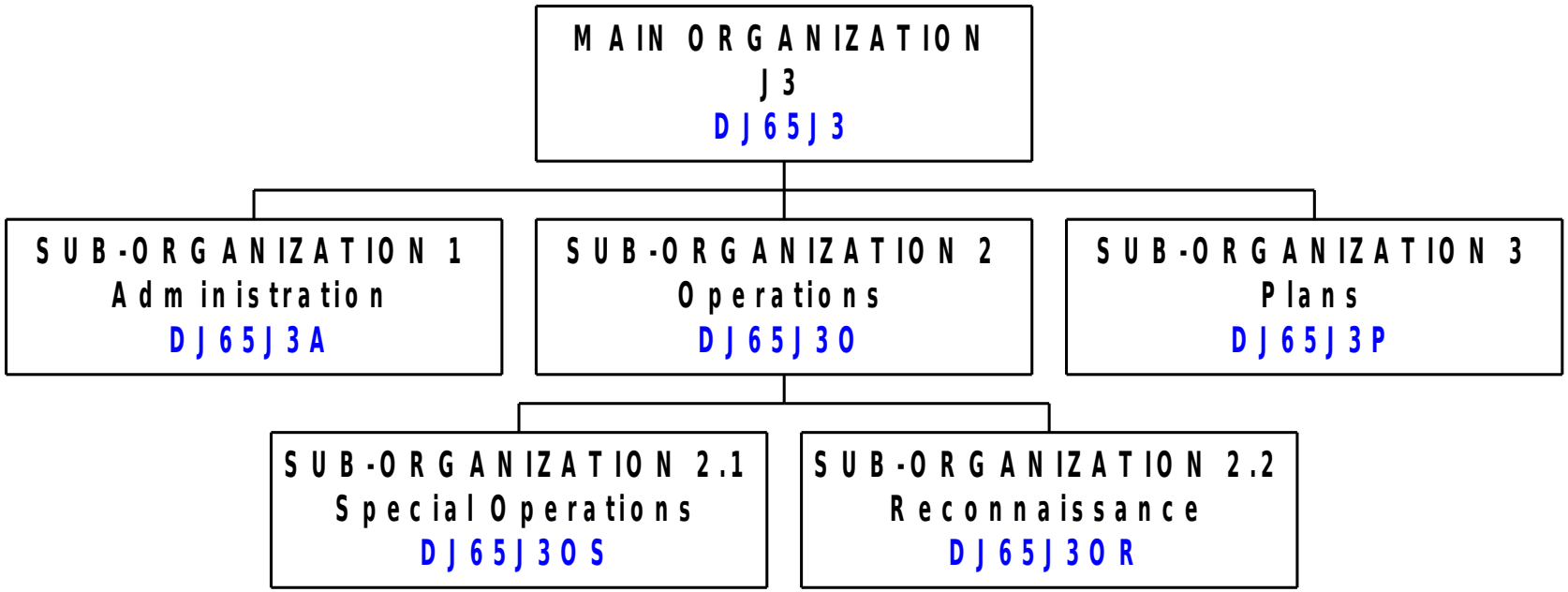
Sample Naming Sequence Chart:

	Organization				
Naming Sequence	**Main Organization**	**Sub-organization 1**	**Sub-organization 2**	**Sub-organi**	
DJ65J3	**J3**				
DJ65J3A		**Administration**			
DJ65J3O			**Operations**		
DJ65J3OS			**Special Operations**		
DJ65J3OR			**Reconnaissance**		
DJ65J3P				**Plans**	

Organizational Naming Sequence Example

Defense Travel System-Limited

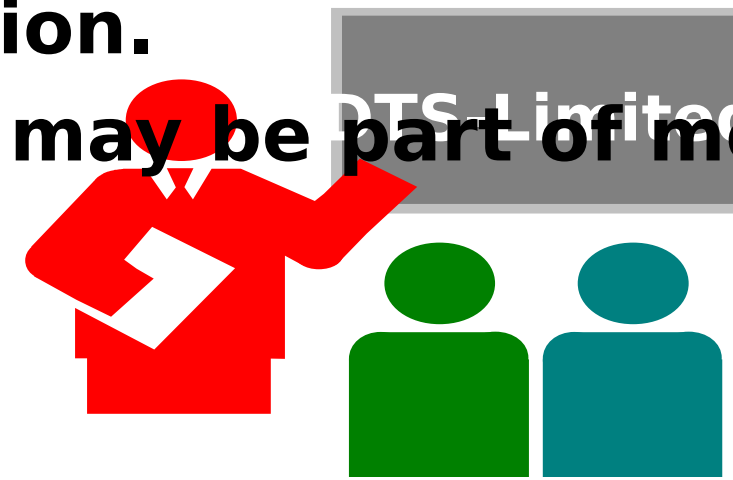




Set Up Groups

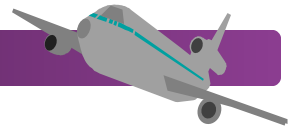
Defense Travel System-Limited

- **A Group is usually composed of travelers who have something in common (i.e. same project, department, or administrative support person).**
- **Groups can exist at any level in the organization.**
- **Travelers may be part of more than one group.**



Considerations for Setting Up Groups

Defense Travel System-Limited

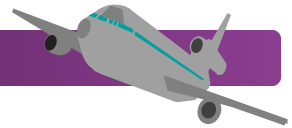


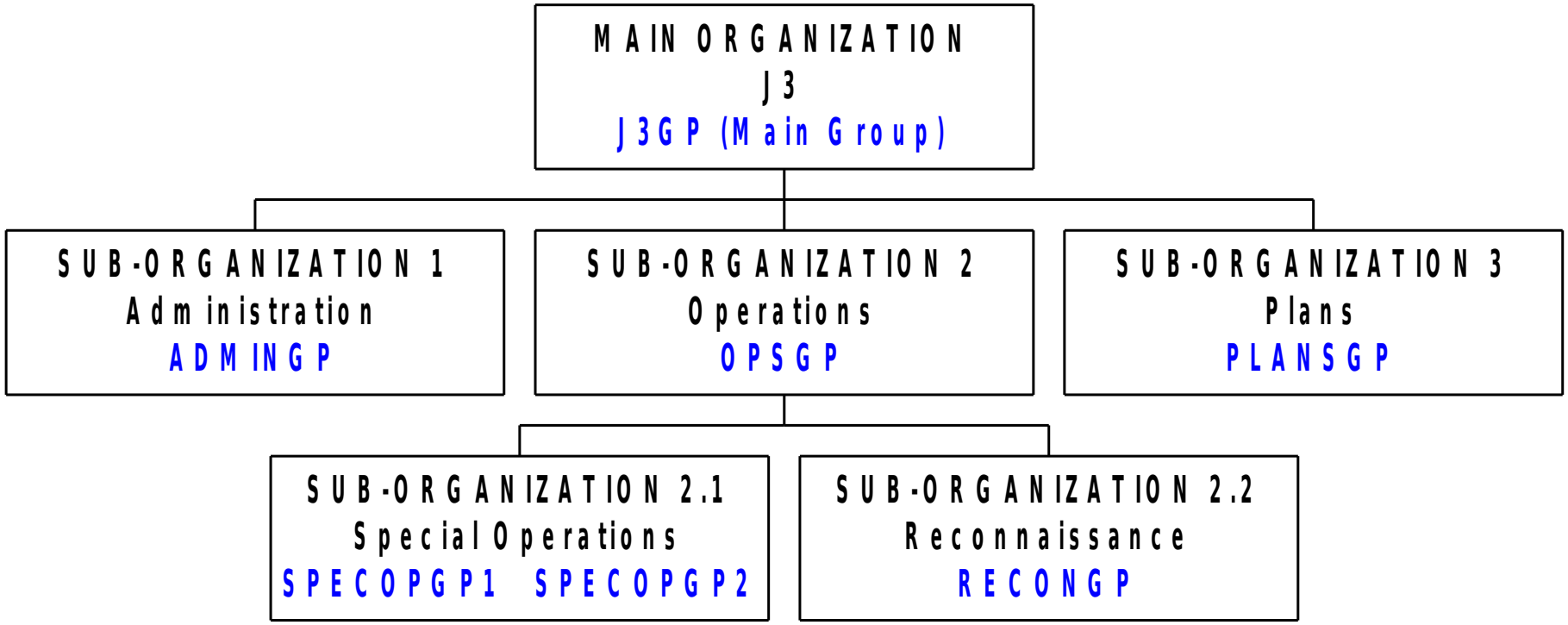
- **Mission - travel processes**
  - **(Travelers vs. Government entity)**
- **Number and frequency of travelers**

A Main Group is recommended.
It enables the DTA to access, view and edit traveler's information.

Group Example

Defense Travel System-Limited





Set Up Groups

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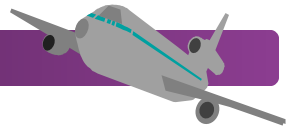
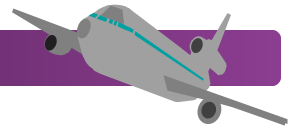


- **Determine the CO/AO for each group:**
  - **CO certifies claims for payment**
  - **AO is responsible for reviewing and approving authorizations and vouchers**

COs and AOs may be the same person under DTS Li

Worksheet (3)

Defense Travel System-Limited



DEFENSE TRAVEL ADMINISTRATION

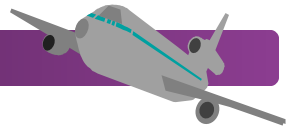
etting up Groups and Routing Lists - blue denotes groups; red denotes routing lis

Sample Group and Routing List Chart:

Organization/ Sub-organization	Group	Routing List Name (limit to 8 characters)	Document Type	Status	Document
DJ65J3P (sub-org 3)	PLANSGP	PLANSR	Authorization	Approved	Tom
DJ65J3P (sub-org 3)	PLANSGP	PLANSR	Voucher	Approved	Tom Perr
DJ65J3P (sub-org 3)	PLANSGP	PLANSR	Local Voucher	Approved	Tom

Routing Lists

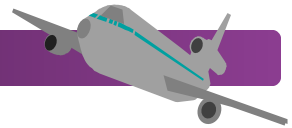
Defense Travel System-Limited

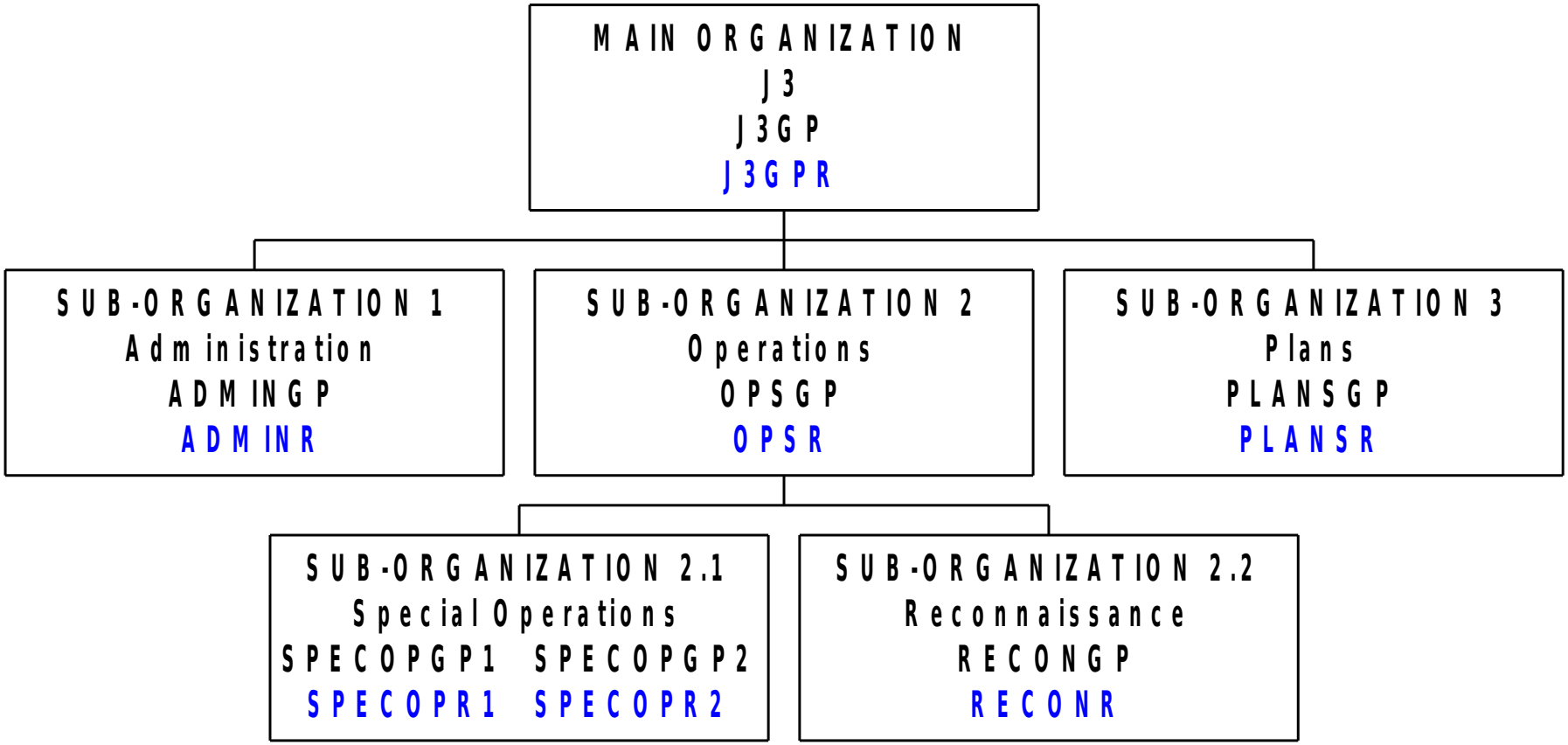


- **Document Routing:**
  - **Facilitates electronic review of documents**
  - **Signed documents are automatically transmitted to the next user identified on the routing list**
- **Routing Lists are normally associated with groups and are available to travelers by their organization**
  - **May need more than one routing list per group (i.e. AOs may need routing lists different from their travelers)**

Establish Routing List Names for each Group

Defense Travel System-Limited





Routing List Names

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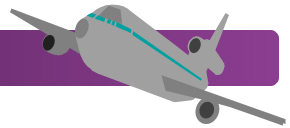
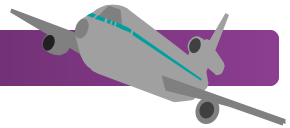


- **DTS-Limited has three document types:**
  - **Authorizations (Travel Orders)**
  - **Vouchers (Travel Vouchers)**
  - **Local Vouchers**

- **Document Status Codes**
  - **Certified - Funds are available**
  - **Approved - Travel or travel expense is approved**

**Account

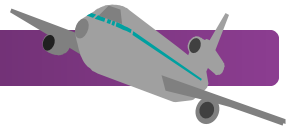
Defense Travel System-Limited



- **Account allows travelers to use funding from another organization
- **Account routes the document for review to signature associated with LOAs
- **Account may be desired for all routing lists

Routing List Names

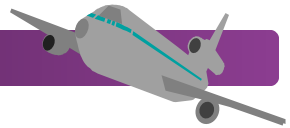
Defense Travel System-Limited



Group Name	Routing List Name	Document Type	Document Status	Document	CO/AO
PLANSGP		PLANSR	Authorization	Certified	**Accour
PLANSGP		PLANSR	Authorization	Approved	Tom Per
PLANSGP		PLANSR	Voucher	Certified	**Ac
PLANSGP		PLANSR	Voucher	Approved	Tom

Routing List Names

Defense Travel System-Limited

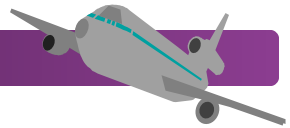


Group Name	Routing List Name	Document Type	Document Status	Document	CO/AO	Le
ADMINGP		ADMINR	Authorization	Approved	Tony Ridd	
ADMINGP		ADMINR	Voucher	Approved	Tony Riddick	
ADMINGP		ADMINR	Local Voucher	Approved	Tony Riddick	

Group Name	Routing List Name	Document Type	Document Status	Document	CO/AO	Le
OPSGP	OPSR	Authorization	Approved	Peter Wang (AO		
OPSGP	OPSR	Authorization	Approved	Al Green (AO)		

Worksheet (3)

Defense Travel System-Limited



DEFENSE TRAVEL ADMINISTRATION

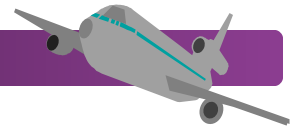
tting up Groups and Routing Lists - blue denotes groups; red denotes routing lis

Sample Group and Routing List Chart:

Organization/ Sub-organization	Group	Routing List Name (limit to 8 characters)	Document Type	Document Status	Signature Name	L
DJ65J3P (sub-org 3)	PLANSGP	PLANSR	Authorization	Approved	Tom Perry	1
DJ65J3P (sub-org 3)	PLANSGP	PLANSR	Voucher	Approved	Tom Perry	1
DJ65J3P (sub-org 3)	PLANSGP	PLANSR	Local Voucher	Approved	Tom Perry	1

Establish DTA, CO/AO, and Traveler Information

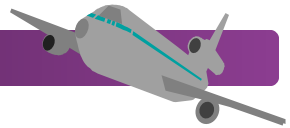
Defense Travel System-Limited



- **Information needed to load DTAs, COs, and AOs**
  - **Personnel information (name, SSN, Clearance)**
  - **Organization and Organizational Access**
  - **Group and Group Access**
  - **Routing List**
  - **CO/AO**
  - **Permission Level**

Permission Level

Defense Travel System-Limited

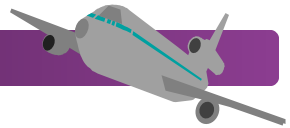


This is the permission level the individual is assigned while using DTS-Limited.

Since the lead DTA has permission level 0-6 he or she has the ability to grant the same or lesser permission levels to other DTAs, COs, AOs and travelers within their organization.

Permission Levels

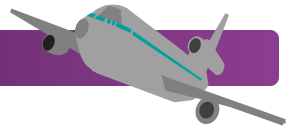
Defense Travel System-Limited



- **Designate permission levels for all users**
  - **Lead DTA: Levels 0-6**
  - **Organizational DTA: Levels 0,5**
  - **Finance DTA: Levels 0,2,3**
  - **Authorizing Officials: Levels 0,2**
  - **Certifying Officials: Levels 0,2**
  - **Traveler: Level 0**

Permission Levels

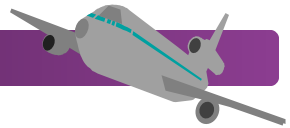
Defense Travel System-Limited



Permission Level	Document Access/Tasks
6	For Use of Lead DTA under DTS-Limited
5	View organization documents/ edit organization tables and dat
4	Not used in DTS-Limited
3	View budgets and lines of accounting/ setup and review budge
2	View travel documents/ approve and sign travel documents
1	Not used in DTS-Limited (CTO)
0	Individual travel document/ basic traveler tasks

Organizational Access

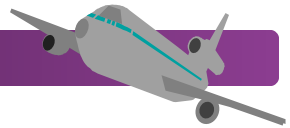
Defense Travel System-Limited



- **Allows system users to view and edit documents pertaining to their organization**
- **Determines, in conjunction with the Permission Level, which data elements (items in data tables) a user may access or edit during table editing**
- **Valid values in the DTS-Limited software are *None* or a specific, user-defined organization**
- **Everyone in DTS-Limited should have Organizational Access**
  - **Usually the organization the traveler is a member of**

Group Access

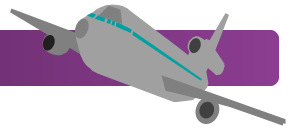
Defense Travel System-Limited



- **The group of travelers an individual will have access to**
- **Group access allows an individual in the system to view and edit other traveler's documents**
- **Organizational DTAs, COs and AOs will normally have group access, which allows them to access travelers they are responsible for**
- **A typical traveler will not have group access, unless they are acting as a Government entity**
- **The choices in DTS-Limited are *None, Blank* or any group within the organization**

Worksheet (4)

Defense Travel System-Limited



DEFENSE TRAVEL ADMINISTRATION

DTA, CO/AO and Traveler Information

Sample Traveler Information for CO/AO:

Group	SSN	Last Name	First Name	MI	M/F	Organization	Title/Rank	Charge Card Holder	Routing List
ADMINGP	123-23-2354	Redhead	Terry	B	M	DJ 65J 3A	MO-03	Card Holder	ADMINR

Sample Traveler Information for CO/AO (cont'd):

Clearance	AO	CO	Organizational Access	Group Access	Permission Level
Secret	Tony Riddick	Tony Riddick	ADJ 1165J 3A	ADMINGP	0,2

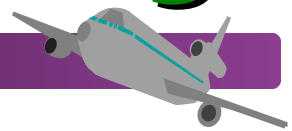
Defense Travel System

Defense Travel System-Limited

Finance

Set Up Lines of Accounting

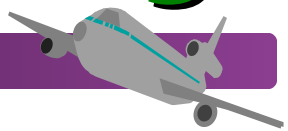
Defense Travel System-Limited

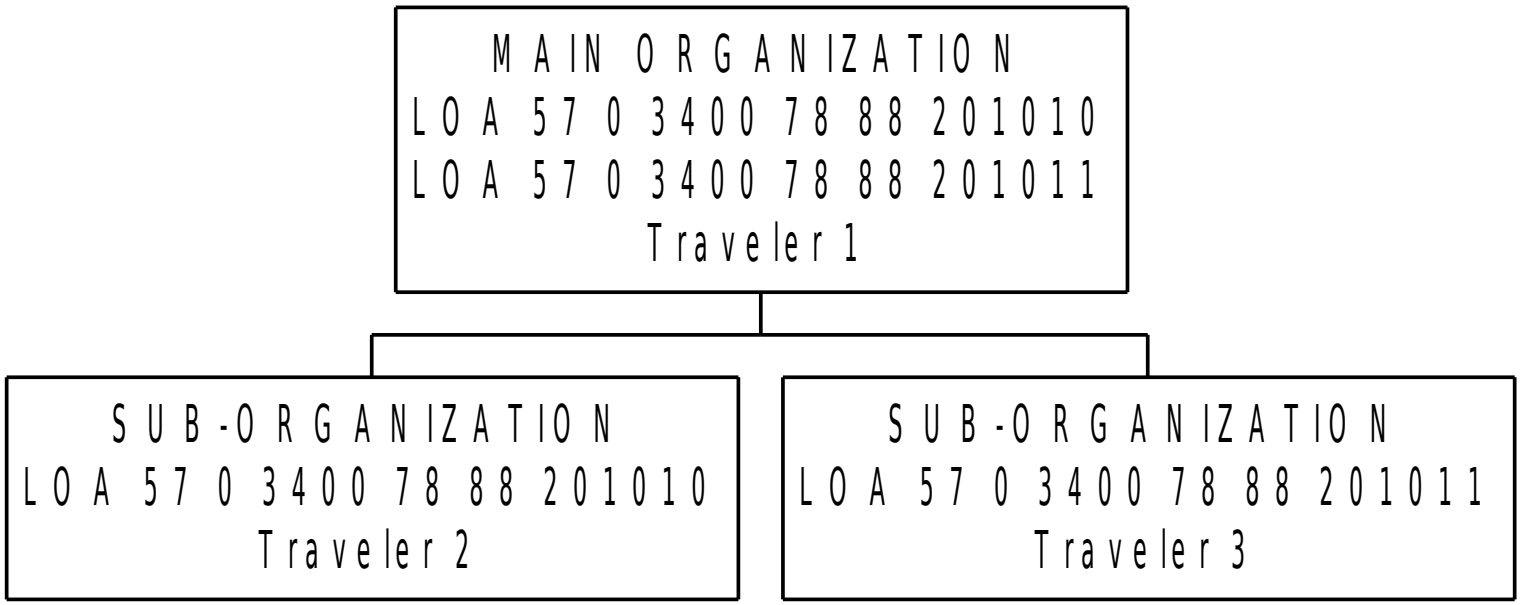


- **Financial Member of the DTA inputs data**
- **Associate LOAs with organizations and sub-organizations**
- **Two options for inputting: manual or semi-automated**

Set Up Lines of Accounting

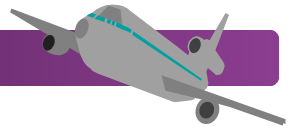
Defense Travel System-Limited





Lines of Accounting

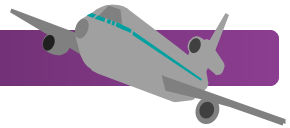
Defense Travel System-Limited



Organization	Accounting Label Name	Lines of Accounting	Signature
DJ65J3	00CmdTravel	57 0 3400 30 78 88 101010 01 409	525700
DJ65J3A	00Travel	57 0 3400 30 78 88 231011 01 409 525700	
DJ65J3A	00FMS	97 11 X 82422 4F 78 88 409 OSM JA 001 525700 QA	
DJ65J3A	00OpsTvl	57 0 3400 30 78 88 231011 01 409 525700	
DJ65J3O	00OpsTng	57 0 3400 30 78 88 231013 01 409 525700	
DJ65J3O	00Training	57 0 3400 30 78 88 231013 01 409 525700 QA	
DJ65J3O	00SpecialOps	57 0 3400 30 78 88 231013 01 409	525700 SO
DJ65J3P	00PlanTvl	57 0 3400 30 78 88 231018 01 409 525700	
DJ65J3P	00PlanTng	57 0 3400 30 78 88 231018 01 409 525700 QA	

Worksheet (5)

Defense Travel System-Limited



DEFENSE TRAVEL ADMINISTRATION

Lines of Accounting Information

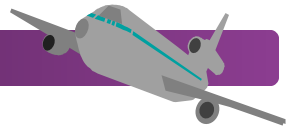
Sample Lines of Accounting Worksheet:

Organization, Sub-org	Accounting Label (should be easily identifiable, i.e. 00Training)	Lines of Accounting (enter citi information or lines of accounting, i.e
DJ65J3 525700	00Cmd Travel	57 0 3400 30 78 88 101010 01 409
DJ65J3A 525700 QA	00Travel	97 0 3400 30 78 88 231011 01 409
DJ65J3A 525700	00Training	57 0 3400 30 78 88 231011 01 409
DJ65J3A 001 525700	00FMS	97 11 X 8242 4F 78 88 409 OBM JA
DJ65J3O 525700	00Training	57 0 3400 30 78 88 231013 01 409
DJ65J3O 525700 QA	00Supervisor	57 0 3400 30 78 88 231013 01 409

*The 2 digits in Account Label represent Fiscal Year (FY)

Lines of Accounting Two Options

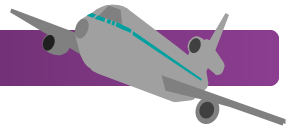
Defense Travel System-Limited



- **Semi-automated**
  - **Uses PMO Microsoft Access LOA Utility Program**
  - **Converts Standard LOA into LOA format that DTS-Limited can use**
  - **Needs MS Access 97 or later**
- **Manual**
  - **Use Worksheet (6) to manually convert**

Worksheet (6)

Defense Travel System-Limited



DEFENSE TRAVEL ADMINISTRATION

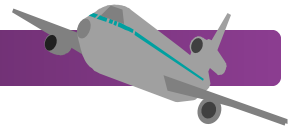
Setting up Accounting Codes -- “Manual Input Only”

The DTA will need to enter the accounting codes for the organization and label them t recognized by the CO/AO and your unit travelers. Acct 1 through Acct 10 codes are de service in Appendix D through Appendix H of the Finance Guide.

Organization	DJ 65J 3 (Main Org)	DJ 65J 3A (Sub-org 1)		DJ 65J 3O (Sub-org 2)	DJ 65J 3OS (Sub-org 2.1)	DJ 65J 3P (Sub-org 3)
Accounting Label	00CmdTravel	00Training	00Admin	00Operations	00Training	00General
ACCT 1	525700^	525700^	525700^	525700^	525700^	525700^
ACCT 2	57^^0^3400^^	57^^0^3400^^	57^^0^3400^^	57^^0^3400^^	57^^0^3400^^	57^^0^3400^^
ACCT 3	30^^	30^^	30^^	30^^	30^^	30^^
ACCT 4	78^88^101010^01^	78^88^231011^01^	78^88^231011^01^	78^88^231013^04^	78^88^231013^01^	78^88^231018^01^
ACCT 5	^^^^	^^^^	^^^^	^^^^	^^^^	^^^^
ACCT 6	40901^^	40902^^	40903^^	40909^^	40911^^	40907^^
ACCT 7	525700^^	525700^^	525700^QA^	525700^QA^	525700^^	525700^^
ACCT 8	^	^	^	^	^	^
ACCT 9	^	^	^	^	^	^
ACCT 10	^	^	^	^	^	^

Establishing Budgets

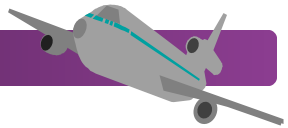
Defense Travel System-Limited

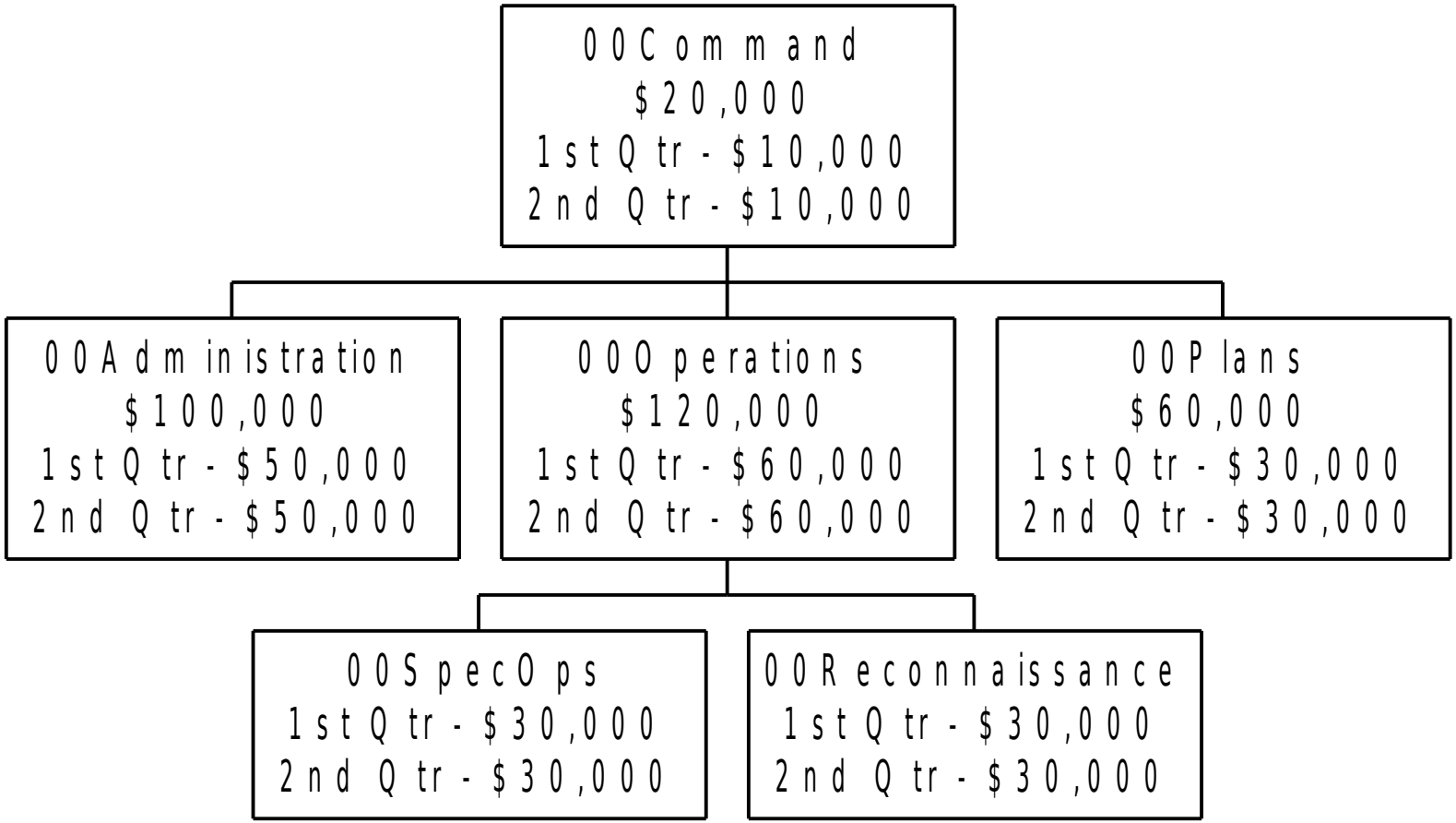


- **Budgets allow organizations to track funding levels in DTS-Limited**
- **Budgets are broken down into Budget Items**
- **Budget items have associated Lines of Accounting**

Establishing Budgets

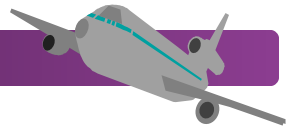
Defense Travel System-Limited





Establishing Budgets

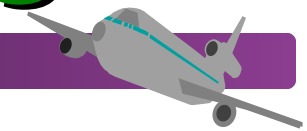
Defense Travel System-Limited



Org/ Sub-org	Budget Item	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Lines of Accoun
DJ65J3	00Command	$10,000	$10,000	0	0	57 0 3400 30 78 01 409 525700
DJ65J3O	00Operations	$60,000	$60,000	0	0	57 0 3400 30 78 01 409 525700
						57 0 3400 30 78 88 2310 01 525700 QA

Using Wildcards in Budgets

Defense Travel System-Limited

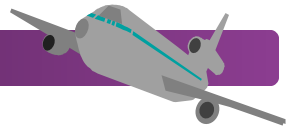


10x20 Account Lines Budget Item 00Operations for DJ65J3O for multiple LOAs

ACCT 1	**525700^**	**ACCT 6**	**409^^**
ACCT 2	**57^^0^2300^^**	**ACCT 7**	**525700^*^**
ACCT 3	**30^^**	**ACCT 8**	**^**
ACCT 4	**78^88^78^88^*^**	**ACCT 9**	**^**
ACCT 5	**^^^^**	**ACCT 10**	**^**

Worksheet (7)

Defense Travel System-Limited



DEFENSE TRAVEL ADMINISTRATION

Establishing Budgets

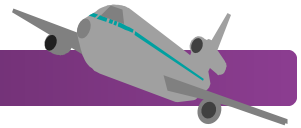
Sample Budget Worksheet for your Organization and Sub-organizations:

Organization	Budget Item	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Lines of Accounting (LOA)
DJ 65J 3	00Comand	$10,000	$10,000			525700^57^^0^3400^^30^^78^88^1010 10^01^^^^^409^^525700^^^^^^
DJ 65J 3O	00Operations	$50,000	$50,000			525700^57^^0^3400^^30^^78^88^2310 11^01^^^^^409^^525700^^^^^^
						525700^57^^0^3400^^30^^78^88^2010 11^01^^^^^409^^525700^QA^^^^^

Enter Budget Information for your Organization and Sub-organizations:

Organization	Budget Item	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Lines of Accounting (LOA)

Defense Travel System



Questions?